



VOLUNTEER POSITION DESCRIPTION

Economic Development Assistant

Purpose/Objective

The purpose of this position is to assist the Economic Development division

Department/Division

Community Development/Economic Development

Location of Volunteer Position

City Hall and around the community as needed

Key Responsibilities

- Updating and maintaining mailing lists (manufacturers, small businesses, key accounts, etc.) using various resources including, but not limited to: past lists, Chamber of Commerce Directories, online.
- Update vacant/foreclosed homes tracking spreadsheet utilizing Sherburne County Sheriff sales list, transfer of properties list, foreclosure reporting hotline, and others
- Administrative duties including, but not limited to: file organization, mailings, copying
- Organize past and existing marketing materials in basement storage area, offices, and cubes
- Other special research projects as assigned which may assist supporting/achieving innovation, community development, and opportunities.

Requirements/Qualifications

- High School graduate
- Computer operation
- Data entry
- Proficiency in Microsoft Word, Excel
- Research skills
- Minor lifting
- Sitting
- Fine Motor Skills
- Valid Driver's License

Time Commitment



- 1-5 hours a week or as needed, to be fulfilled during City Hall hours (M-F, 8:00-4:30 p.m.)
- Director of Economic Development must be present when volunteering

Training/Support Provided

- Staff will provide existing documents (manufacturers list, foreclosed homes list, et.) and provide overview of format and layout for data input
- Staff will provide resources to fulfill key responsibilities which include, but are not limited to: Internet, existing databases, business directories
- Staff will be available to guide and answer questions as necessary

Benefits to Volunteers

- Gain knowledge of government operations, specifically as related to economic development
- Expand knowledge of the Elk River business climate and community
- Relationship building and communication skills
- Fine tune administrative skills
- Resume building
- Exploring new programs and services to meet the needs of the community